



VANCOUVER INTERNATIONAL AIRPORT

Construction Contractor Briefing Guide

Version 1.0
January 2019

1. OVERVIEW	2
1.1 Purpose	2
1.2 About YVR and Vancouver Airport Authority	2
1.3 YVR's Site	3
2. HIGHLIGHTS	4
3. PROCUREMENT.....	5
3.1 Procurement Process	5
4. CONTRACTING WITH YVR.....	6
5. PROJECT MANAGEMENT	7
5.1 YVR Project Manager.....	7
6. OPERATIONAL CONSIDERATIONS.....	7
6.1 Working Airside	7
6.2 Working in the Terminal	8
6.3 Working in Baggage Halls	9
7. SECURITY AND ACCESS	10
7.1 Access to Restricted Areas	10
7.2 CATSA Screening Facilities	11
7.3 Airside/Terminal Escort Service	11
7.4 Access to Special Restricted Areas	11
8. HEALTH AND SAFETY	12
8.1 About	12
8.2 Contractor Safety Management Program	12
9. ENVIRONMENT	13
9.1 About	13
9.2 Environmental Construction Standards.....	13
10. PERMITS	14
10.1 Facility Alteration Permit Application	14
10.2 Other Considerations.....	14
11. COMMON ACRONYMS	15
12. USEFUL LINKS AND RESOURCES.....	15
Appendix A – YVR Main Terminal Map	
Appendix B – CSMP Infographic	

1. OVERVIEW

1.1 Purpose

Welcome to Vancouver International Airport (YVR). We recognize that preparing proposals for and working in a multifaceted environment like YVR can be daunting, so we've prepared this Contractor Briefing Guide to help construction contractors through the process. Within this Guide, you will find a general overview of construction contractor requirements, policies and procedures. While it highlights useful information, this Guide is not intended to be exhaustive and should be considered in conjunction with other information and direction provided by YVR personnel. In addition, throughout this Guide, we will direct you to links and resources where you can find more detail about each topic.

YVR is quickly expanding to meet rising demand and we want to ensure that it's as easy as possible for all contractors to prepare proposals for and work at our growing airport. Construction contractors interested in working with YVR should be aware of the requirements and information presented in this Guide.

Disclaimer

The intent of this Guide is to provide general information regarding Vancouver Airport Authority's procurement and contracting practices to assist contractors who are working or seeking to work at YVR. This Guide is not legally binding and will not amend or replace a contractor's duties as set out in any applicable contract or under applicable laws. Compliance with this document will not relieve a contractor from any responsibility or liability arising from its own actions or omissions. This Guide may be modified at any time.

1.2 About YVR and Vancouver Airport Authority

Vancouver Airport Authority (Airport Authority) is the community-focused, financially independent organization that manages YVR. YVR is Canada's second busiest airport and an important economic generator for the province of British Columbia.

Fifty-six airlines serve YVR, connecting people and businesses to more than 125 non-stop destinations worldwide. The Airport Authority is committed to creating an airport that British Columbia can be proud of: a premier global gateway, local economic generator and community contributor.

To meet growing passenger demand and build the infrastructure needed to further connect our region with Canada and the world, YVR is undertaking a multi-year expansion plan that includes large sustainability projects, such as new parking options, terminal expansions, safety upgrades and much more. Over the next 20 years, YVR plans to complete 75 major projects, with an estimated cost of \$9.1 billion. These newest construction projects will improve the speed with which people and goods move through YVR and provide passengers with a wide range of compelling offerings and amenities.

Growth and expansion will be safely and sustainably managed, while providing continued economic wellbeing to the region, support for the community and protection for the environment. These expansion projects will have significant economic and employment benefits in the region. Much of the work will be done in the province, offering jobs for British Columbians. There is a significant opportunity for construction contractors to work in partnership with the Airport Authority on these major projects and YVR welcomes the opportunity to share its vision with interested businesses.

YVR's Corporate Goals

YVR strives to be an airport that British Columbia can be proud of, and we do this, every day, through our commitment to excellence and our focus on serving our passengers, partners and communities. Our corporate goals include:

1. Creating a connecting hub
2. Delivering remarkable customer experiences
3. Being a leader in sustainability
4. Building on our exceptional foundation

YVR expects that construction contractors are mindful of YVR's corporate goals while working to achieve their construction project's goals.

1.3 YVR's Site

YVR is located on Sea Island in Richmond, British Columbia. It is owned by Transport Canada, managed by Vancouver Airport Authority, and has three terminals: the Domestic Terminal, International Terminal and South Terminal. The Domestic Terminal and International Terminal are connected and often referred to as the Main Terminal. YVR's airside infrastructure includes an airfield with two main parallel runways, a crosswind runway supported by an extensive taxiway network, and aprons for the terminals as well as for air cargo and aircraft maintenance.

In **Appendix A**, you'll find a high-level map of the Main Terminal to help you better understand and navigate the different components of YVR's site. It outlines the terminal segments, the Critical Restricted Area, Restricted Areas and Non-Restricted Areas.

2. HIGHLIGHTS

In this document, you will find information from a range of YVR departments that provide oversight and support to large and small construction projects within the Airport Authority's jurisdiction. While each department has its own mandate, all departments work together to ensure construction projects are executed efficiently and in compliance with relevant procedures, policies and regulations.

Safety, security, operational efficiency and environmental responsibility are of primary importance to the airport; therefore, there are a number of special requirements relating to construction at YVR. The following list outlines key highlights from this guide for new or existing construction contractors:

1. YVR operates in a complex environment, with many distinct but coordinated jurisdictions. Each stakeholder, including construction contractors, has roles and responsibilities for maintaining high standards of safety, security, operations, environment and passenger and tenant experience.
2. YVR values excellence in environmental management. Our goal is to build capacity on Sea Island to meet our expansion objectives, while reducing our environmental footprint and protecting the natural environment. Construction contractors should recognize the unique environmental landscape at YVR and understand the environmental and sustainability requirements.
3. Safety is one of YVR's top priorities. To meet and exceed safety objectives, YVR has developed the Contractor Safety Management Program (CSMP), a mandatory program that all contractors are required to learn, plan for and comply with when carrying out work activities onsite.
4. Operating 24 hours a day and 365 days a year, YVR's priority is the safe operation of the airport. Operational challenges fluctuate day-to-day and these can impact construction contractors' access, timelines and execution. Construction contractors should be aware of this reality and maintain a flexible approach while working at YVR and be prepared to adapt to new directives from YVR's operational personnel.
5. Construction contractors should plan ahead to manage change and construction risk. It's important to develop robust operational plans and work closely with the Project Manager to understand applicable requirements, permits and special restrictions related to a project.
6. There are unique security requirements to facilitate access to different areas at YVR, whether it's airside, groundside, inside the terminal or inside the baggage halls. Construction contractors should ensure they are properly briefed on the security requirements at YVR.
7. Security escorts are required for construction contractors and personnel working in restricted areas. This key service ensures that industry-leading standards of safety are monitored and maintained for all personnel working in restricted areas at YVR.
8. There are a number of different stakeholders passing through, operating and working at YVR. Construction contractors should be prepared to work collaboratively with multiple YVR departments, authorities and other stakeholders. This will help facilitate efficient, safe and successful completion of construction projects.

3. PROCUREMENT

The Supply Management Team at the Airport Authority is responsible for managing the competitive procurement process for projects, including infrastructure build, maintenance and professional services and utilities—essentially all works, goods and services required to keep the airport operational.

3.1 Procurement Process

The Airport Authority is a not-for-profit organization, not a public entity, and is required to competitively bid all work over \$100,000 (in 2000) in accordance with its bylaws. Any single source transactions over the \$100,000 threshold are publicly reported in the Airport Authority's Annual & Sustainability Report. This allows the Airport Authority to tailor the specific procurement process for each contract based on several factors, including the scope of the contract to be awarded and value being offered by the proponent. Accordingly, the Airport Authority may issue an open or select bid or enter into negotiations on a case-by-case basis directly with contractors.

Generally, the Airport Authority's procurement process is a one-stage or two-stage process, involving one, or a combination of, Request for Expressions of Interest, Call for Tenders, Request for Proposals or Standing Offer Agreements. The procurement documents describe the opportunity and set out the terms upon which the Airport Authority requests bids from contractors, evaluates those bids and proceeds to select a contractor for award of a work contract. Contractors should ensure that they follow all procedural rules set out in the Airport Authority's procurement documents, including with respect to communications with the Airport Authority and procedures for bid submission.

Award of a contract under a procurement process is often subject to a number of conditions at the discretion of the Airport Authority which consider airport operational and planning considerations and final budgetary decisions.

Sourcing Platform – Bonfire

The Airport Authority utilizes *Bonfire*, an online sourcing platform, for the coordinated management of all bidding documents and contractor submissions. This is where requests for proposals, calls for tenders and other opportunities with the Airport Authority are listed. It is recommended that you register on *Bonfire* if you are interested in working with the Airport Authority as a construction contractor. For a list of open opportunities with the Airport Authority, please visit www.yvr.ca/suppliers.

Health & Safety Prequalification – ComplyWorks

Proponents are also required to register and submit any necessary information through ComplyWorks to become prequalified from a Health and Safety perspective prior to starting any work, as outlined in **Section 8**.

4. CONTRACTING WITH YVR

Where a competitive procurement process is used, the procurement documents will typically include a form of agreement which acts as the basis for contractors' bids. The Airport Authority uses a suite of template contract forms tailored to different contracting structures which delineate the rights and responsibilities of the contracting parties to comply with the operational requirements of the airport. The intent of the Airport Authority's contract process is to form a clear and collaborative relationship with the contractor that facilitates the successful execution of a project.

In most cases, the Airport Authority will only use its own contract forms and we ask that contractors not propose to use their own contract forms. Generally, procurement documents will invite contractors to submit alternative contract language where they find terms to be unacceptable, which the Airport Authority may accommodate provided there is a reasonable rationale for the proposed change. Contractors are also permitted to submit enquiries with respect to contractual provisions during the procurement process if there are any ambiguities or other issues that a contractor wishes to clarify.

Procurement and contracting processes conducted by the Airport Authority's procurement and engineering teams are supported by the Airport Authority's legal counsel. The Airport Authority's legal counsel is typically involved in preparing contract documents and may seek to engage with a contractor's legal counsel to clarify and discuss certain issues throughout the contracting process.

Insurance and Bonding Requirements

Construction contractor insurance requirements are set out in the Airport Authority's general conditions of contract, but at a high-level, the Airport Authority typically provides the following:

- Airport Contractors Liability Insurance
 - Includes a \$50,000 deductible payable by the contractor *(as of December 2018 – subject to change)*
- All Risks Course of Construction Insurance
 - Includes a \$50,000 deductible payable by the contractor *(as of December 2018 – subject to change)*

The contractor is typically required to provide, maintain and pay for the following insurances:

- Contractor Equipment Insurance
- Automobile and Aircraft Liability Insurance
- Comprehensive Employee Fidelity Bond/Crime & Fidelity Insurance Policy
- Marine Insurance (if applicable)

In addition to the above insurance requirements, the Airport Authority often has performance bonding requirements that are specified in the conditions of contract. The Airport Authority's procurement documents will often specify that contractors must provide with their bids a Consent of Surety indicating that the contractor can provide the bonding required under the conditions of contract.

5. PROJECT MANAGEMENT

5.1 YVR Project Manager

A YVR Project Manager from the Engineering department is assigned to each construction project to act as the main point of contact for construction contractors. The YVR Project Manager is responsible for the overall management of the project and will help you navigate the approval, permitting and operations processes to ensure successful project completion.

There are five sub-departments within YVR's Engineering Projects department with varying responsibilities: large infrastructure projects, baggage projects, terminal expansion projects, terminal fit out projects and airside projects. Each of these sub-departments operate under slightly different conditions and oversee construction projects within their specialty.

The YVR Project Manager will monitor the project during all stages and activities and provide information to the construction contractor regarding requirements, policies and procedures in parallel with other YVR departments. They will also liaise with other YVR personnel, as needed, and are available to answer questions and provide information throughout the project lifecycle.

6. OPERATIONAL CONSIDERATIONS

There are unique operational requirements for construction work performed at YVR, whether it's airside, groundside, inside the terminal or inside the baggage halls. Construction contractors should be aware of the areas impacted by their construction project and consult with the YVR Project Manager to ensure the appropriate stakeholders are involved in the planning and construction process.

Operating 24-hours a day and 365 days a year, YVR's priority is the safe operation of the airport. Consequently, construction projects may be required to make accommodations to allow for the airport to remain operationally efficient. It's helpful to understand, in advance, that operational challenges fluctuate day-to-day, and these can impact construction contractors' access, timelines and execution. Construction contractors should plan for flexibility within their construction work plan to accommodate operational priorities.

6.1 Working Airside

Airside Operations is responsible for ensuring the safety and security of Aviation Operations at YVR in accordance with Transport Canada regulations and NAV CANADA requirements. The Airport Authority, NAV CANADA, Transport Canada, Airside Escorts ([Section 7.3](#)) and construction contractors each have roles and responsibilities towards the successful completion of airside projects.

Contractors working airside require Airside Operations and YVR Aviation Security approval as well as relevant construction and electrical lockout permits. Airside Security Escorts are also required when accessing the airfield, as well as crew security passes and vehicle plates. Please review [Section 7](#) for an overview of the security requirements.

Airside Project Coordinator and Bi-Weekly Operational Coordination Meeting

An Airside Coordinator will be assigned to liaise with the YVR Project Manager and outline the operational constraints and parameters for each project. Work scope, access routes and contractor methodologies must be agreed upon prior to the start of construction.

YVR's Airside Operations department requires construction contractors to attend a bi-weekly operational coordination meeting chaired by the Airside Project Coordinator. The objective of these meetings is to review weekly activities affecting airside operations, hours and scope of work, as well as to discuss potential adjustments required as a result of operational priorities.

Airside Safety Officer

The Airside Safety Officer (ASO) has overall control and responsibility for daily airside operations. Instructions set by the ASO must be followed at all times. The ASO reviews and approves changes to the scheduled work plan and investigates all incidents/accidents or any reported damage. At the end of a work shift, the ASO inspects work areas prior to return to service for cleanliness, identifies any deficiencies and directs appropriate corrective action.

Other Considerations

The airside of the airport at YVR is a complex and multifaceted work environment. Special documentation and mitigation measures may be required for some airside construction activities, such as operating a crane, using equipment with outriggers or working on taxiways or runways. Airside work can also be impacted by weather conditions, emergencies or other unique circumstances.

Construction contractors should consult with the YVR Project Manager and Airside Project Coordinator for further information regarding restrictions and permitting requirements.

6.2 Working in the Terminal

Terminal Coordinators in the Operations department are responsible for ensuring that construction work performed within the terminal does not adversely affect passenger or tenant operations.

Many areas inside the terminal buildings are restricted from public access. Contractors working beyond the Primary Security Line (PSL) of the airport require security passes, escorts and instruction prior to entering. Security and access requirements are outlined in [Section 7](#). Contractors should consult with their YVR Project Manager and Aviation Security - Operations for full details on post-security work.

Terminal Coordinator

A Terminal Coordinator will be assigned to construction projects affecting terminal operational processes, such as passenger bridges, screening, check-in or customs. The Terminal Coordinator's responsibility is to review the construction work plan, outline modifications required to accommodate terminal operational priorities and liaise between the project and applicable stakeholders.

Lockouts

Lockouts to utilities and life safety devices may be required during construction and need to be managed with careful consideration. Work requiring the shutting down of portions of the airport systems, including electrical, HVAC, sewer or water, must be approved through the established lockout protocol, which includes working with the Terminal Coordinator for appropriate timing and mitigation. Contractors should ensure they are briefed on the application timeline and restrictions related to lockouts.

Other Considerations

Construction work inside the terminals that could adversely affect normal operations due to noise, odour, area closures, system shutdowns or similar situations will generally have to be reviewed and approved by the Terminal Coordinator.

Similar to working airside, special documentation and approval may be required for some construction activities, such as access to tenant space. Other activities such as hoarding, housekeeping, curbside deliveries, laydown areas or cleaning services also have unique requirements and should be reviewed and approved by the Terminal Coordinator.

6.3 Working in Baggage Halls

Construction work inside or near baggage halls also requires special consideration. Construction contractors should be aware of the busy operational environment and understand that they have to work in parallel with other stakeholders in baggage halls.

Before construction can commence in any baggage hall, the YVR Project Manager, in collaboration with the construction contractor, will seek authorization in advance from a committee that convenes on a weekly basis to review all construction projects with impacts to baggage halls. A Baggage Hall Coordinator is on duty between the hours of 0730 and 1600 daily to ensure all baggage construction projects are organized and conducted safely, with appropriate mitigations in place to allow for business continuity of the baggage system.

7. SECURITY AND ACCESS

At YVR, regulations require that all personnel entering restricted areas, including contractors, have the appropriate security arrangements and adhere to procedures in place to prevent or reduce unlawful interference with civil aviation and applicable Transport Canada security regulations.

Understanding the applicable security and access requirements is one of the key components of working with the Airport Authority. Applying for access to restricted areas (**Section 7.1**) as early as possible can help mitigate potential project delays and allow for more efficient access for construction contractors.

It is also important to note that every construction project is unique and involves different access requirements. Depending on the scope of the construction project, having a robust operation plan, with relevant details and requirements, can help ensure that construction contractors are provided access in a timely manner. The more complete your operational and security plans are, the better we can meet and anticipate your requirements for access.

7.1 Access to Restricted Areas

For access to restricted areas, there are two options for construction contractors: Restricted Area Identity Cards or Temporary Block Passes. Construction contractors should work closely with the Project Manager and YVR's Security department to determine the most suitable combination of access options to apply for based on the scope of the construction project.

Restricted Area Identity Card (RAIC)

A permanent pass, called a Restricted Area Identity Card (RAIC), permits the holder to proceed unescorted into the restricted area while performing work-related activities. Select contractor personnel may be eligible to apply for a RAIC, subject to the requirements outlined at the following link: yvr.ca/restrictedareaaccess.

Eligible construction contractors may apply for a RAIC by completing the necessary documents and processes as prescribed by the Access Control Office. The contractor personnel must complete a handful of applications and requirements prior to submitting documents to the Access Control office.

As noted above, applying for access in advance of the start of construction can improve efficiency and reduce access-related project delays. To better understand the RAIC application process, including whether your personnel are eligible, please consult the YVR Project Manager.

Temporary Block Passes

Temporary block passes are transferrable access cards available upon proper application to the Access Control Office. Issuance of temporary block passes is subject to prior authorization by the Airport Authority signing sponsor.

A temporary block pass holder must be under the supervision of a permanent RAIC holder at all times and must present valid government photo identification at all security checkpoints. There are restrictions associated with temporary block passes, including maximum allowable ratios for RAIC holders escorting non-RAIC holders, therefore construction contractors should be aware, and plan for, these requirements.

7.2 CATSA Screening Facilities

The Canadian Air Transport Security Authority (CATSA) operates two screening facilities at YVR to facilitate access to the Critical Restricted Area by vehicle. Both facilities are shown on the overview map presented in **Appendix A**. Construction contractors working airside are subject to CATSA screening upon entry to the Critical Restricted Area.

Subject to the time of day and construction work scheduled, lineups for the CATSA facility can fluctuate. Construction contractors should ensure their employees and sub-contractors are aware of potential delays associated with the CATSA screening process.

7.3 Airside/Terminal Escort Service

A unique requirement for construction contractors at YVR is that construction contractors must provide security escorts for all workers requiring access to secured, restricted areas. This key service is mandated by Transport Canada and helps ensure that industry-leading standards of safety and security are monitored and maintained for all personnel working in restricted areas at YVR.

This process is facilitated by construction contractors entering into a contract with an authorized Security Escort Service Provider. Once that contract is finalized, the Security Escort Service Provider, in conjunction with a YVR Project Manager, will work with the contractor to determine the number and type of escorts required to facilitate the contractor's work plan.

Throughout construction, requests and approvals for Security Escorts will be facilitated by the Airport Authority. Construction contractors should work with the YVR Project Manager to familiarize themselves with the Security Escort process, including approvals, ratios and other requirements.

7.4 Access to Special Restricted Areas

A number of stakeholders have special jurisdictional authorities at YVR. Additional special clearance may be required for construction projects working in or near areas under the jurisdiction of the following authorities:

- United States Customs and Border Protection (USCBP)
- Canada Border Services Agency (CBSA)
- Airport Authority Main Equipment Room (MER), Electrical Rooms (ER), Communication Equipment Rooms (CER) and Terminal Equipment Rooms (TER)
- Other stakeholders as determined by the Airport Authority on occasion

YVR's Project Manager and Operations department will identify any special clearance requirements needed for construction projects on a case-by-case basis and work with the construction contractor to facilitate required access.

8. HEALTH AND SAFETY

8.1 About

Safety is YVR's top priority. The Airport Authority recognizes that effective safety management is essential to minimize the potential for personal injury, property or environmental damage and daily operational impacts relating to contractor activities.

YVR's Health and Safety department is responsible for ensuring that compulsory work standards, as detailed in the Contractor Safety Management Program (CSMP), are reviewed and complied with. In addition to the requirements laid out in the CSMP, there may be further Health & Safety requirements that apply, depending on the contracted work. The **General H&S requirements** document outlines some of the general and activity-specific requirements for work contracted by the Airport Authority.

These standards represent the minimum requirements implemented throughout our contracts and projects and are intended to meet or exceed general industry standards and regulatory requirements.

8.2 Contractor Safety Management Program

The Contractor Safety Management Program (CSMP) provides structure, processes and expectations for contractors directly contracted by the Airport Authority to effectively manage health and safety risks posed by contractor's onsite activities.

If you are a construction contractor, the CSMP is a mandatory program that you are required to learn about, plan for and comply with when carrying out your work activities onsite. Detailed information about the CSMP is available at **yvr.ca/contractorsafety**. A helpful infographic that outlines the elements of the CSMP that construction contractors should be aware of is available in **Appendix B**.

ComplyWorks

All construction contractors are required to be registered on ComplyWorks, a third-party provider that collects health and safety information and administers the prequalification process on behalf of YVR.

More information about ComplyWorks and the prequalification process is available on the CSMP website, **yvr.ca/contractorsafety**.

Mandatory Contractor Safety Orientation

As part of the CSMP, all contractors and sub-trades working for YVR must complete the Contractor Safety Orientation before arriving on site. There are two types of orientation: one for contractor managers and supervisors to understand the CSMP components and our expectations and one for all other contractor personnel to understand our basic health and safety requirements.

For more information about YVR's mandatory contractor safety orientation, including how to sign-up, please visit **yvr.ca/contractorsafetyorientation**.

Contractor Safety Team

A member of the Contractor Safety Team will be assigned to each construction project and is responsible for Health and Safety oversight. This includes attending project meetings, conducting scheduled site-inspections and performing informal site visits to monitor the safety performance of the contracted work.

9. ENVIRONMENT

9.1 About

Environmental protection and improving ecosystem health are priorities for YVR. The airport is located on Sea Island, within the Fraser River Delta, and the surrounding area outside of the dykes constitutes one of the few remaining estuaries on the British Columbia coast to support regionally and internationally significant natural resources.

YVR's Environment department is responsible for ensuring that the Airport Authority upholds their commitments to be environmentally responsible and remains in compliance with applicable environmental law and regulation. Accordingly, the Environment department develops and enforces environmental standards, policies and procedures that apply to construction contractors.

Our Environmental Management Plan has four strategic priorities with corresponding goals, targets and baselines that influence the sustainable growth and development of YVR. These strategic priorities aim to:

- Reduce greenhouse gas emissions
- Reduce waste
- Reduce potable water consumption
- Improve ecosystem health

In addition, YVR is the first airport in the world to achieve **Salmon-Safe certification**. This certification acknowledges our ongoing efforts and commitment to transform land and water management practices and helps guide our approach to construction and development.

The Airport Authority is proud to work with contractors that support our environmental strategic priorities and who also have their own commitments to sustainability and environmental protection.

9.2 Environmental Construction Standards

As you might expect, there are significant environmental risks involved in operating an international airport. To effectively manage and mitigate these risks, the Airport Authority maintains robust policies, procedures and management systems aligned with our regulatory obligations. We also monitor, record and report on our environmental performance in many ways.

YVR's **Environmental Construction Standard** outlines requirements for contractors who are proposing works and activities on Airport Authority managed lands and waters. It also includes standards for spill prevention and emergency response, contaminated soil and groundwater, hazardous materials, air quality, noise, erosion and sediment control, archeology, vegetation and wildlife, waste management and water quality protection. These Environmental Construction Standards issued by the Airport Authority form part of the CSMP, outlined in **Section 8.2**.

Typical requirements for environmental protection during construction include a waste management plan, sediment control plan and spill response plan. The Environment department may request updates to these plans through construction and may visit the site to ensure these plans are properly set up and maintained.

YVR's Environment department will work closely with you, the construction contractor and the YVR Project Manager to identify environmental risks and requirements associated with each construction project.

10. PERMITS

The Airport Authority operates its own building or construction permit process, called the Facility Alteration Permit (FAP or Facility Permit) process. Facility Permits are required for all construction or alterations on property that is controlled by the Airport Authority.

The Engineering Services department is responsible for the management and issuance of permits. Construction contractors should be familiar with the permitting process and consult the YVR Project Manager to proper execution of the permitting process.

Beyond the requirements set out in this Section, the contractor is typically required to obtain, maintain and comply with any other permits, licenses or approvals that may be required for the execution of the contractor's work.

10.1 Facility Alteration Permit Application

Before applying for a Facility Alteration Permit (FAP), the applicant must have permission to construct from the necessary department of the Airport Authority.

The FAP application documents must be submitted to Engineering Services, where they will be distributed to those required to review the construction design. This includes different departments of the Airport Authority as well as outside agencies and an "Independent Professional" (IP), who reviews the design to ensure that it meets the applicable codes and standards.

No construction is permitted until the FAP application has been reviewed and an approved FAP has been issued. The FAP must be displayed at the construction site.

In some cases, an approved Development Permit is required for construction. Please work with the YVR Project Manager to determine whether a Development Permit is required.

For the complete requirements, please see the **Land Development and Construction Bylaw** and the "Development Rules".

10.2 Other Considerations

Similar to other YVR departments, there are some construction activities that require special permits and approvals. The YVR Project Manager will work with you to identify where those restrictions apply, but the following are examples of other permit processes to consider when undertaking construction at YVR:

- **Electrical Infrastructure Change Process:** All changes to YVR's electrical infrastructure are required to have an Electrical Infrastructure Change Approval. If there are new panels or a change to existing panels, it is the contractor's responsibility to update the panel schedule. Standard templates will be provided for this purpose.
- **Trades Permits, Inspections and Licenses:** Gas and electrical trades are required to go through the Technical Safety BC (TSBC) permit and inspection process. In addition, certain regulated works under the *Boilers, Pressure Vessels and Refrigeration Regulations*, requires contractors to have a specific license issued by the TSBC, in addition to a permit.
- **Additional Safety Permits and Submissions:** A number of health and safety forms and documents must be submitted before work can start, including permits for hot work, excavation and trenching,

crane operating and lockouts. There are submission deadlines associated with these permits—construction contractors should work with the YVR Project Manager to ensure familiarity with the submission timelines and applicable requirements.

11.COMMON ACRONYMS

ASO	Airside Safety Officer
ARC	Aylmer Road Complex (3011 Aylmer Road)
BRHEMP	Building-Related Hazardous Materials Request for Information
CATSA	Canadian Air Transport Security Authority
CBSA	Canada Border Services Agency
CRA	Critical Restricted Area
CSMP	Contractor Safety Management Plan
FAP	Facility Alteration Permit
IOC	Integrated Operations Centre
NPS	Non-Passenger Screening
NPSV	Non-Passenger Screening Vehicle
PBS	Pre-Board Screening
PSL	Primary Security Line
RAIC	Restricted Area Identity Card
TC	Transport Canada
TDO	Terminal Duty Officer
USCBP	United States Customs and Border Protection

12.USEFUL LINKS AND RESOURCES

The following links are resources that could provide you with a more in-depth outline of contractor requirements, obligations and standards.

Environment

- [Environmental Construction Standard](#)

Health and Safety

- [Contractor Safety Management Program \(CSMP\)](#)
- [General Health & Safety Expectations](#)
- [Mandatory Contractor Safety Orientation](#)

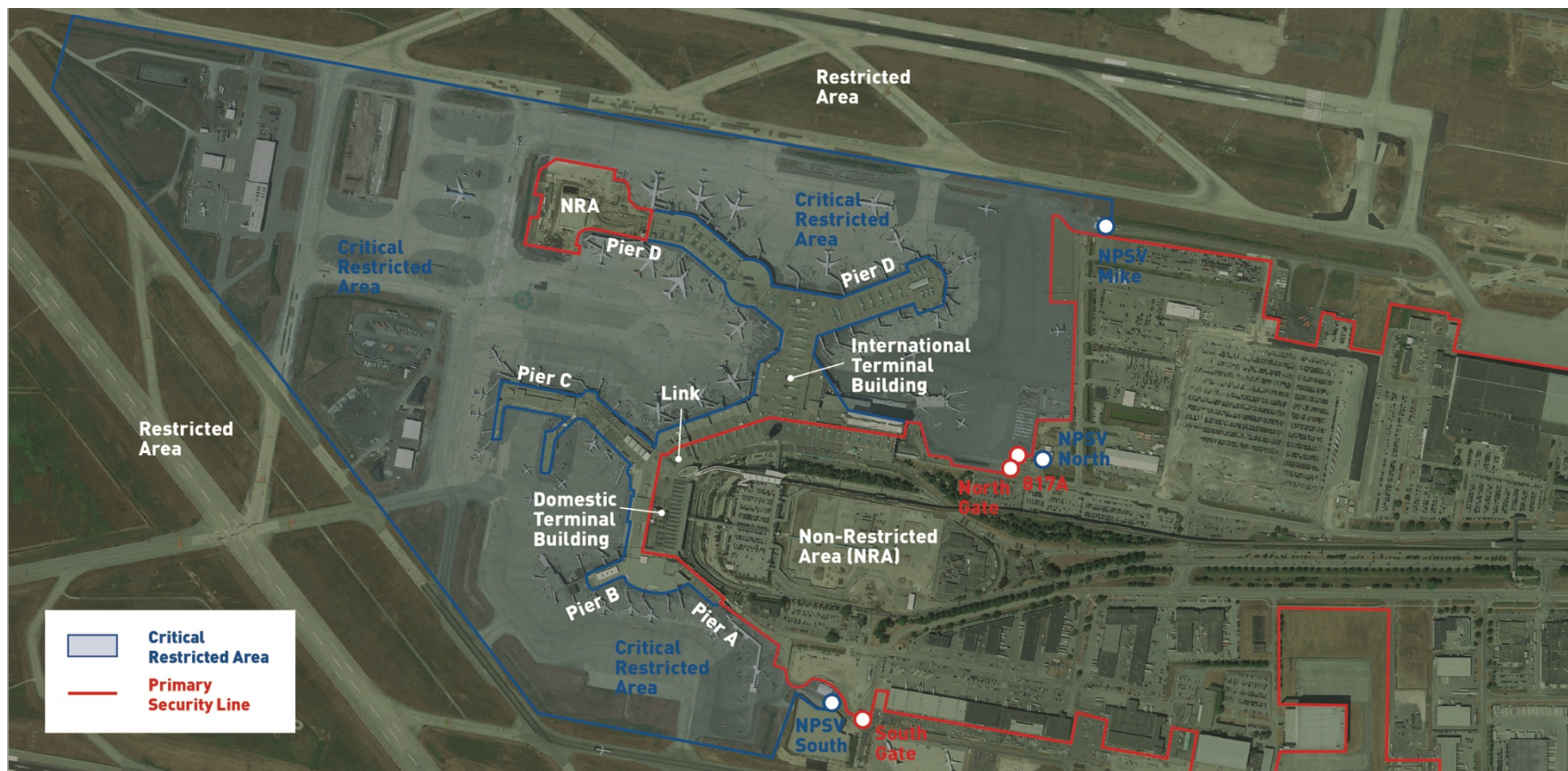
Security (RAIC Application)

- **Access to Restricted Areas (RAIC)**

Permits

- **Facility Alteration Permit Forms**
- **Safety Permits and Submissions**
- **Land Development and Construction Bylaw**

Appendix A – YVR Main Terminal Map



Appendix B – CSMP Infographic

CONTRACTOR SAFETY MANAGEMENT PROGRAM (CSMP)

Contracted to complete work on behalf of YVR? Here are the elements of CSMP that you need to be aware of.

